

## 2014 PRESS CREDENTIAL RENEWAL INSTRUCTIONS FOR THE 113<sup>TH</sup> CONGRESS, 2<sup>ND</sup> SESSION

It is time to renew press credentials.

### INSTRUCTIONS

#### CURRENT GALLERY MEMBERS:

1. Alphabetical list of reporters. Provide an **alphabetical list** of current reporters for your organization. List should be printed on company letterhead. You can email a copy to [Samantha\\_Yeider@saa.senate.gov](mailto:Samantha_Yeider@saa.senate.gov).
2. Membership dues. Dues are \$10 per person. Please include **one check** per organization. Checks and money orders only. Make payable to: SCC or Standing Committee of Correspondents.
3. If you coordinate credentials for more than one publication – please create a separate alphabetical list for each publication. Name of publication should be same as it appears on credentials. You can provide one check.

#### NEW APPLICANTS:

Each new applicant should fill out and submit this form [http://www.dailypress.senate.gov/?page\\_id=143](http://www.dailypress.senate.gov/?page_id=143), which needs to be signed by an editor or bureau chief. A check for the \$10 application fee should be dropped off at the same time.

**SUBMISSION:** Please **hand deliver** (in addition to your email) your alphabetized list and payment to S-316, US Capitol, Washington DC 20510 ATTN: Samantha Yeider. Please do not mail (this can take several weeks). Courier service to the Capitol is not permitted.

**DEADLINE:** Friday, February 21<sup>st</sup>, 2014. New press passes will be available on April 1<sup>st</sup>, 2014.